

# VACANCY NOTICE

CS-376  
REV(9/93)

FOR OPPORTUNITIES IN RHODE ISLAND STATE GOVERNMENT

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| Description of Position   | TITLE OF POSITION: Assistant Business Management Officer   | CLASSIFICATION CODE: 02594600   |
|   | SALARY RANGE: (319A) \$34593- \$38424  | REFERENCE POSITION NO.: 6202-20000-tba  |
|   | Department or Agency Name Administration   | APPLICATION PERIOD: 09/24/08- 09/30/08  |
|   | Division/Section/Unit State Employees Workers' Compensation  | 3 day grace period ends 10/03/08  |
|   | Assignment(s) / Comments   |   |
|   | Shift and Days: 1st Monday-Friday  | Job Location: One Capitol Hill, Providence, RI 02908  |
|   | Restrictions/Limitations:  |   |
|   | Position Covered By Collective Bargaining Union Agreement  | Yes <input checked="" type="checkbox"/> No <input type="checkbox"/>   |
|   | Name of Bargaining Unit Union: Council 94, Local 2448  |   |
|   | There is <input type="checkbox"/> is not <input checked="" type="checkbox"/> a Civil Service List for this position  |   |
| NOTE: If there is a list, only candidates who have taken the exam and are reachable should apply.   |  |   |
| General Information to Candidate  | <b>INSTRUCTIONS:</b>   |   |
|   | <b>A. STATE EMPLOYEE LATERAL BIDDER:</b> Bids are now being accepted for the position(s) indicated. If you are currently in this classification and wish to bid, please complete fully the CS-14 Application Form; and RIEEO 378 Affirmative Action Card. Remember to include, either <u>on the application</u> or <u>within a cover letter</u> , both the File Position Title and Number.   |   |
|   | <b>Most Important</b> - Please include the following information:  |   |
|   | <ul style="list-style-type: none"> <li>The title of the position for which you are applying</li> <li>Title of your present position and date you entered it</li> <li>Date you entered State service</li> </ul>   | <ul style="list-style-type: none"> <li>Name of department where you are currently employed</li> <li>Your business telephone number</li> <li>Present Union Affiliations</li> </ul> |
|   | *** In certain agencies, bargaining union applicants will receive preferential consideration according to contract.  |   |
|   | <b>B. NON INCUMBENT/NON STATE EMPLOYEE APPLICANT:</b>  |   |
|   | If indicated above that <u>no civil service</u> list exists for this position, you need not be in the class of position, or be in State service to apply. All information requested on the application form must be furnished. The information you give will be used by the agency Personnel Office to determine your qualifications. If an item does not apply to you, or if there is no information to be given, write in the letters "N.A." for Not Applicable. If you fail to answer all the questions on the application form, you may delay consideration of your application.                         |   |
|   | <b>C. AMERICANS WITH DISABILITIES ACT (ADA) PROVISIONS</b>   |   |
|   | <ul style="list-style-type: none"> <li><b>Reasonable Accommodations:</b><br/>If an applicant is unable to perform any essential job functions because of his/her disability but can achieve the required results by means of a REASONABLE ACCOMMODATION, then the individual shall not be considered unqualified for therefore the position.</li> <li><b>Medical Information:</b><br/>Any medical exams required for this position will be performed after a conditional offer of employment has been made in accordance with the Rules/Regulations of the Americans with Disabilities Act (ADA).</li> </ul> |   |
|   | Statement of Duties  | <b>DUTIES / RESPONSIBILITIES:</b>   |
| To assist a Business Management Officer, or to be responsible to an administrative superior in a small state department or agency, in the supervision, control and direction of business management services; and to do related work as required. |  |   |
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| Minimum Education & Experience  | <b>EDUCATION / EXPERIENCE / SPECIAL REQUIREMENTS:</b>  |   |
|   | <b>Education:</b> Such as may have been gained through: graduation from a college of recognized standing with specialization in accounting or business administration.   |   |
|   | <b>Or,</b> any combination of education and experience that shall be substantially equivalent to the above education and experience.   |   |
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| Where to Apply  | Apply within the application period as shown on this announcement. <b>NOTE:</b> Some State union contracts allow a 3 day grace period for receipt of CS-14 application or bid. This Office does not assume responsibility for applications sent through the mail. <b>SEND RESUME or CS-14 Application to:</b>  |   |
|   | Elizabeth A. Porter  | Telephone #: (401) 222-7954   |
|   | Department of Administration   | Email: eporter@doa.ri.gov   |
|   | General Government Service Center  | TTY/TDD #: 7 1 1  |
|   | One Capitol Hill, 3rd Floor  | (Telecommunication Device for the Deaf)   |
|   | Providence, RI 02908   |   |
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STATE OF RHODE ISLAND IS AN EQUAL OPPORTUNITY/DIVERSITY EMPLOYER